Colchester Public Schools

Assistant Superintendent Job Description

Overview:

The Assistant Superintendent will provide leadership to ensure that best practices guide instruction in grades PreK-12. The Assistant Superintendent oversees and manages the educational programs and services for the district, and plans and implements functions related to curriculum, instruction, assessment, staff evaluation, and staff training and development.

Essential Duties and Responsibilities:

- Provides leadership in researching, planning and conducting reviews of curriculum.
- Evaluates new and existing programs to ensure quality of instruction at all levels.
- Manages funding to implement new and existing teaching and learning.
- Observes teaching and learning at all levels and works with leadership teams to enhance teaching and learning.
- Develops specifications regarding purchase of materials, technology, and textbooks in collaboration with teachers.
- Chairs the District Professional Growth & Evaluation Committee and oversees professional development and training activities for all certified staff ensuring an effective staff development program.
- Works with Administrators and Directors to develop a comprehensive mandated training plan and evaluation system for all non-certified staff
- Participation on district Crisis Management Team and takes on additional duties in Superintendent's absence.
- Acts as district facilitator for new teacher induction and chairs the New Teacher Induction Coordinating Committee.
- Writes and manages the Consolidated Grant application, Perkins Grant, and other grants as they become available.
- Coordinates the curriculum management cycle for all disciplines in all schools at all grade levels.
- Assumes the responsibility for own professional development; for keeping current with the literature, new research findings and improved techniques in specialized areas; and for attending appropriate professional meetings.
- Provides professional development to administrators at Administrative Council and other meetings, and co-coordinates Administrative Retreats.
- Provides leadership and support for school administrators in the development, implementation, and evaluation of school improvement
- Presents triennial student achievement reports, annual state testing achievement data reports, and curriculum initiatives to the Board of Education.
- Collaborates with statewide and regional administrators to provide our district access to professional development and instructional resources.
- Leads in the development, implementation, and training for the Instructional Coaching Delivery Model and Teacher Leadership Strategy

- Leads the development of and supports the implementation of the Scientific Research-based Intervention systems for academics and student wellness
- Leads in the development and implementation of the District's School Climate Plan
- Works collaboratively with all curriculum leadership teams to examine student performance.
- Attends regular Board of Education meetings, except when excused by the Superintendent.
- Attends other related meetings associated with position responsibilities.
- Facilitates summer curriculum work and the New Teacher Academy.
- Management and supervision of summer school and tutoring programs.
- Advises the Superintendent in policy recommendations and the writing of regulation associated with instructional programming
- Acts as District Test Coordinator for state testing.
- Acts as Diversity, Equity and Inclusion state and district contact.
- Serves as Postsecondary Readiness Lead for the district.
- Serves as the District Family Engagement Coordinator.
- Works with the Dir. of Technology and the Digital Conversion Team in the development and implementation of the district-wide technology plan.
- Supervises District Technology Director and Multilingual Learning Coordinator.
- Evaluates school administrators as directed by the Superintendent of Schools.
- Works with the Superintendent and Human Resources Coordinator in interviewing and hiring employees.
- Performs additional duties/tasks as may be directed by the Superintendent of Schools.

Knowledge, Skills & Abilities:

- Demonstrate intellectual curiosity, flexibility and a willingness to innovate. Reflect a positive image of the Colchester Public Schools in all communications.
- Read, analyze and interpret professional journals, financial reports and legal documents.
- Effectively present information to administrators, community members, and the Board of Education.
- Collaborate with teachers and administrators to collectively analyze student achievement results and other data.
- Apply knowledge of current research and propose solutions to problems.
- Establish and maintain effective working relationships with staff and community members.
- Speak clearly and concisely in oral and written communication.
- Perform duties in accordance with state laws and district policies.
- Ability to:
    - Travel between schools on a daily basis.
    - Sit for extended periods of time.
    - Occasionally lift, carry and move parcels weighing up to 25 lbs.
    - Bend, stretch, reach and stoop.
    - Work extended hours.
    - Manage multiple demands.

Position Qualifications:

Certification as an Intermediate Administrator (092) issued by the CT State Department of Education

Other Requirements:

- Background checks (Criminal & DCF)

- Valid driver's license and vehicle to provide own transportation.

Terms of Employment:
Per Assistant Superintendent employment contract.

Evaluated by:
Annual evaluation by the Superintendent of Schools.

Colchester Public Schools is committed to a *policy of equal opportunity for all qualified persons. The Board of Education will provide equal employment opportunities for all persons without regard to race, color, religious creed, age, marital status, national origin, sex, gender, sexual orientation, disability. or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Board will afford qualified disabled individuals reasonable accommodations in accordance with state and federal law.*

Inquiries regarding Colchester Public Schools ***nondiscrimination*** *policies as well as inquiries regarding requests for reasonable accommodations for* a *disability should be directed to:* ***Director of Pupil Services and Special Education, 380 Norwich Avenue, Colchester, CT 06415, 860-537-3103.***